


2. CAREER SERVICE DESIGNATION		3. LANGUAGE CODE	4. AREA KNOWLEDGE CODE	5. DUTY STATION <input type="checkbox"/> WASH., D.C. <input type="checkbox"/> OTHER (Specify)			
6. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, CLASSIFICATION SURVEY, ETC.) IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, OCCUPATIONAL CODE, GRADE, POSITION NO.				7. PLACEMENT DIVISION CONCURRENCE  DATE:			
8. ACTION	POSITION TITLE		SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
A.							
B. CWD	Technical Analyst		GS		12		
C. INITIATING OFFICE							
9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)			10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY				
11. ORGANIZATIONAL LOCATION OF POSITION			12. CERTIFICATION				
A. OFFICE Management Staff			This is a complete and accurate description of the duties and responsibilities of this position				
B. DIVISION OR STAFF Business Machines Services			A. 			DATE	
C. BRANCH			B. SUPERVISOR				
D. SECTION			C. OFFICE REPRESENTATIVE				
E. UNIT			D. CWD				
13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS							
<p><b>I. DUTIES AND RESPONSIBILITIES</b></p> <p>Serves as a Technical Analyst to whom is assigned responsibility for planning, developing and managing the Agency Microfilming program. Microfilming is used extensively as a management tool to (1) reduce space and equipment requirements for housing record holdings; (2) provide protection for vital documents; (3) copy borrowed documents quickly; (4) accelerate reproduction of multiple copies of voluminous files of documents for distribution purposes, and (5) save time and labor in performing daily office routines. The policy of this Agency is to employ microfilming techniques for these purposes whenever it is determined that the benefits to be derived therefrom compare favorably with the results obtainable through alternate methods. It is the responsibility of the incumbent to evaluate all proposals for microfilming and to make these determinations. It is also his responsibility for exercising initiative in recognizing the need for recommending and promoting applications of microfilming techniques wherever such applications will serve the best interests of the Agency. This would be particularly pertinent in the field of procedural microfilming where laymen fail to recognize opportunities for realizing substantial savings in time and labor through the substitution of microfilming techniques for tedious time consuming manually performed clerical operations. The incumbent is further responsible for the efficiency, economy and technical quality of Agency microfilming operations. Functions include:</p> <ol style="list-style-type: none"><li>1. Serves as the CIA expert in the field of microphotography.</li><li>2. Develops and maintains advance estimates of the normal and emergency requirements of the Agency for microfilming services as the basis for establishing appropriate facilities.</li><li>3. Coordinates and approves all requisitions covering research and development of microfilm equipment and materials.</li></ol>							

4. Reviews and approves or disapproves all proposed microfilm projects based on the findings upon analyzing these factors: (a) validity of purpose; (b) technical feasibility; and (c) requirements in terms of equipment, supplies, personnel, training and space.

5. Prescribes operating standards for the achievement of maximum qualitative and quantitative production through the issuance of an Agency manual on microphotography supplemented by written and oral instructions to project supervisors.

6. Approves all requisitions for microfilming equipment and supplies as a means of guaranteeing proper selection and best possible utilization of stocks on hand.

7. Maintains records of the location and performance history of each microfilming equipment item owned by the Agency for use in furthering efficiency of utilization.

8. Maintains continuing inspection of microfilm produced in the Agency to insure proper storage and handling and to determine the extent to which the film is serving its intended purposes.

9. Conducts surveys of microfilm operations and maintains liaison with administrative officials, operating personnel and the Records Management Staff as required to carry out the above functions.

10. Maintains liaison with other Government agencies and with vendors of microfilming equipment and supplies for the purpose of keeping abreast of operational and technological improvements.

## II. SUPERVISION RECEIVED

Supervision consists of policy statements and objectives and the assignment of priorities. The supervisor is available for consultation and guidance. Work is reviewed for progress in accordance with survey schedules, for technical soundness and completeness, and compliance with policy and criteria.

## III. MINIMUM QUALIFICATION REQUIREMENTS

### 1. Knowledges and Abilities

Knowledge of the methods, principles and practices associated with a comprehensive microfilming program; knowledge of microphotographic techniques, materials and processes; knowledge of applicable Executive Orders, Comptroller General Decisions, laws and regulations; analytical ability, ability to clearly express ideas orally and in writing; ability to recognize and define records management problems; knowledge of the tools, methods, techniques, procedures and practices employed in records management; ability to interpret decisions, regulations, policies and instructions in terms of their impact upon the internal administration of a large organization; ability to design and install or revise management methods, procedures or practices; and ability to establish and maintain favorable working relationships with top executive personnel.

### 2. Work Experience and Education

Seven years of experience is required of which four years is specialized experience in the field of microphotography, and three years in related experience,

i.e., progressively responsible work in records management, business administration or writing. Specialized experience is the full-time performance or supervision of a microfilm activity; serving as an administrative officer in a Government agency or in a large business or industrial concern with responsibility for a positive microfilming program or supervising a large microfilming installation employing many varied microfilming equipment items and techniques.

Alternate Agency Requirements - i.e. minimum Agency specialized experience (in addition to related and specialized experience upon which qualification to present grade was based) are 12 months at the GS-11 grade level.